

Minutes of the Personnel Committee held on 14th April 2025 in Hwb Rhuddlan.

1. **PRESENT** – Cllrs. Mike Kermode (Committee Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – None.
4. **MINUTES** – The Minutes of the meetings held on 20th and 27th November 2024 had been considered and approved by Town Council on 12th December. There were no matters arising.
5. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

6. STAFFING MATTERS:

6.1 Town Clerk – Contract of Employment

The Committee considered and approved an updated contract of employment that was mainly linked to the Town Clerk's change of hours after the recruitment of the Assistant Town Clerk. This was then signed by the Mayor and the Town Clerk.

6.2 Town Clerk – Annual Review

The Committee had an in-depth discussion with the Town Clerk, reviewing the past year's work and activities. The review was structured to cover a number of key elements, namely:

- **Competencies** – Covering the legal context and procedures of the Council's operations; the roles and responsibilities of Councillors, Chairs and Mayors; the Town Council's financial processes; the Town Council's role in the planning process and Information Technology.
- **Effectiveness** – In delivering the Council's decisions and plans.
- **Efficiency** – Delivery of services in an efficient and cost-effective way.
- **Day-to-day Support** – To review the types and levels of support that the Town Clerk receives.
- **Professional Development** – Covering the range of professional development opportunities and networking that he has undertaken.

The Town Clerk's responses on these issues showed that there were high levels of success in all areas and the Town Clerk was highly commended on this.

It was noted that the Town Clerk's role can be seen as challenging from the point of view that they are the Town Council's professional officer, often working alone or with a very small team. Support generally comes from a number of Town Councillors, from external bodies such as One Voice Wales and from networking with officers from other councils. Support from Town Councillors on activities such as the Gwledd Fest, Picnic in the Park, Community Carols and litter picks are particularly important, although it was noted that at times this can be patchy.

6.3 Integration of Assistant Town Clerk Role

The Town Clerk gave positive report on the progress being made by the recently appointed Assistant Town Clerk. Overall progress would be reviewed by him at a later stage as part of the probationary process and he will report on this at a later meeting.

6.4 Internal Communications

The internal communications between councillors and with the council's employees were generally satisfactory. However, it was noted that there were occasions when personal disrespect or rudeness appeared. The Committee urges all councillors to follow the ethos of the Code of Conduct in terms of promoting harmonious communications at both formal and informal levels.